

☒ UNCLASSIFIED ☐ INTERNAL ONLY ☒ ~~CONFIDENTIAL~~ ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
FROM: DC/CS/PhySD 526 C of C		EXTENSION		NO.
				DATE
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Chief, PhySD 526 C of C				STAT On 22 Jan was in place in the CRS location DB.
2.				
3. DD/PTOS 4E-70, Hqs.				
4. ADD/PTOS	1/30/73			
5. e/PHY S. D.	1/30/73			
6. DC/CS/PhySD 526 C of C Bldg. 13	10 Feb 73			File: TS Control
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

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18 January 1973

## MEMORANDUM FOR THE RECORD

SUBJECT: Office of Security Assumption of Top Secret Control  
Function

1. During the week of 8 January 1973, discussions among the DD/PTOS, the ADD/PTOS, the Chief, Physical Security Division, and the Deputy Chief for Computer Security culminated in a decision that the Office of Security will assume the Agency Top Secret control function on 1 March 1973. [ ] will be responsible for performing the function; he will be assisted by [ ] who is being immediately transferred from the Receptionist Section of Building Security Branch to the Information Processing Branch for this purpose. It is anticipated that [ ] will devote full time prior to 1 March in learning the functions of Top Secret control and Top Secret dissemination as currently exercised by the Central Reference Service.

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2. Through the efforts of the Special Assistant to the Executive Director for Information Control, CRS has agreed to provide space in its Acquisition and Dissemination Division for the two Office of Security personnel involved.

3. On 15 January, [ ] and the undersigned met with the Chief, Acquisition and Dissemination Division, [ ] to discuss arrangements for occupying the CRS space. Other issues came up in the discussions which later included Mrs. [ ]. Among these issues was a clear suggestion on the part of [ ] that the Office of Security was magnifying the function of Top Secret control.

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4. Arrangements were made whereby the two Office of Security personnel could occupy indefinitely a large cubicle of CRS space in room GE-47. This space is enclosed by a partial height partition and is in the immediate proximity of the CRS Top Secret Registry. [ ] and the undersigned were introduced to the personnel involved in CRS Top Secret Registry activities. [ ] will devote their time before 1 March familiarizing themselves with both the Top Secret control function as performed by CRS and the Top Secret registry and dissemination functions which will continue as a CRS responsibility.

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5. On 11 and 15 January, the undersigned discussed his outline of a plan for Office of Security assumption of the Top Secret control activity with the Chief, Physical Security Division, and [ ]. It is anticipated that we will operate according to this plan which consists of three phases:

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- a. Preparation for functional transfer;
- b. The takeover period;
- c. The goal of an upgraded program.

A fourth phase is to be addressed as an independent element of the plan, viz., the development of an automated control system.

6. In the period prior to 1 March, Physical Security Division will study and learn the current Top Secret control operation of CRS; it is hoped that in this period [ ] and [ ] will familiarize themselves in the greatest detail with the mechanics of the current operations. Also, in the preliminary phase, a Headquarters Notice will be prepared announcing the functional transfer and a change in [ ]. [ ] will be proposed to add the Top Secret control function to the list of responsibilities of the Director of Security. Further, [ ] is expected to develop basic goals for the

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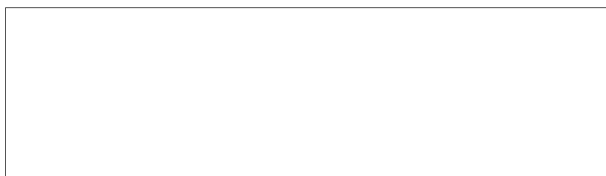
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Office of Security Top Secret control program as an expansion of the four elements earlier defined by the undersigned in our memorandum to the Deputy Director for Support.

7. On the occasion of the transfer of the function on 1 March 1973, our immediate activity will consist of maintaining the current operation while identifying its deficiencies. In this early takeover period priority changes may be made to counter urgent weaknesses.

8. In planning for an upgraded program, the undersigned envisions four general steps: development of a detailed plan and schedule for the upgrading; coordination with Special Security Center with reference to the streamlining of security requirements for the handling of sensitive compartmented information; a period of parallel operations in which the upgrading program is evaluated and possibly modified; and the eventual full implementation of the upgrading.

9. In developing an automated control system for Top Secret documents, a first step will be to identify and survey any such systems extant in individual Agency components to serve parochial requirements with a view toward generalizing them for full Agency implementation. Subsequently, the requirements for an Agency-wide system can be defined and a system designed from scratch or re-designed on the basis of one of the local systems mentioned above. The automated control system will also need a period of testing prior to operational implementation.



Deputy Chief for Computer Security  
Physical Security Division

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